

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

HUMAN RESOURCES ENTERPRISE

SOCIAL WORKER 2

DEFINITION

Under immediate to general supervision, as training and experience are gained, performs professional social work within guidelines in a county, area, regional office or institution; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Applies casework principles to field casework situations, giving assistance to various clientele groups.

Provides basic social work services in programs offered by the Department of Human Services; carries a full caseload.

Provides basic social work services and placement services for dependent, neglected and delinquent children who have been committed to institutions, to assist in facilitating their reintegration into the community.

Serves as a member of an institutional interdisciplinary treatment team; provides casework and group work services.

Performs outreach activities gathering and evaluating information regarding clients or programs, developing an assistance or treatment program, and coordinating activities with relevant community agencies, as directed.

Completes or directs the preparation of necessary records and reports.

COMPETENCIES REQUIRED

Knowledge of the basic environmental and cultural factors inherent in social work.

Knowledge of the principles of human growth and behavior.

Knowledge of interviewing skills and techniques.

Knowledge of community resources.

Knowledge of home finding and placement methods.

Knowledge of current literature and trends in social casework.

Ability to correctly interpret and apply rules, regulations, policies, and procedures governing a social welfare program.

Ability to deal effectively with clients, staff and related community organizations.

Ability to communicate effectively, orally and in writing.

Ability to prepare case records and progress reports.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy and cooperates with supervisors.

Fosters and facilitates cooperation, pride, trust, and group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four-year college or university;

OR

the equivalent of four years of full-time technical work experience involving direct contact with people in overcoming their social, economic, psychological, or health problems;

OR

an equivalent combination of education and experience substituting the equivalent of one year of full-time qualifying work experience for one year (thirty semester or equivalent hours) of the required education to a maximum substitution of four years.

NOTE:

Designated positions in this job class require applicants to obtain the required Chauffeurs License and endorsements within a period of time as determined by the appointing authority at the time of hire.

SELECTIVE CERTIFICATION

For designated positions, the appointing authority may request those applicants possessing the specified experience in the following areas:

- 114 chronic mental illness – A minimum of one year of full-time (or equivalent part-time) experience in delivering or coordinating services for adults with a persistent mental and emotional disorder that seriously impairs their functioning relative to such primary aspects of daily living as personal relations, living arrangements, or employment. This would include, but would not be limited to:
- Positions such as case managers and nurses affiliated with community support programs at community mental health centers
 - Residential counselors and group home parents in community alternative living programs as well as residential treatment workers, nurses, activities specialists, and other treatment staff who work at state MHIs (Cherokee, Independence, Clarinda, and Mt. Pleasant).

Experience in an outpatient setting *should not* be counted toward this selective, unless such experience can be demonstrated to have been with clients with chronic mental illness.

- 115 SED (seriously emotionally disturbed) – A minimum of one year of experience delivering or coordinating services to seriously emotionally disturbed children. Children with a serious emotional disturbance are persons: From birth to age 18, who currently, or any time, during the past year have had a diagnosable, mental, behavioral, or emotional disorder of sufficient duration to meet diagnostic criteria specified within DSM-V that resulted in a function impairment which substantially interferes with or limits the child's role or functioning in family, school, or community activities.

These disorders include any mental disorder (including those of biological etiology) listed in DSM-V or their ICD-9-CM equivalent (and subsequent revisions), with the exception of DSM-III-R "V codes," substance use, and developmental disorders, which are excluded, unless they co-occur with another diagnosable serious emotional disturbance. All of these disorders have episodic, recurrent, or persistent features and they vary in terms of severity and disabling effects.

- 145 developmental disabilities – a minimum of one year full-time (or equivalent part-time) experience in delivering or coordinating services for persons with developmental disabilities

(i.e., severe, chronic mental or physical impairments). Positions that meet the mental retardation background noted above will normally meet this selective area too.

- Experience in providing services and treatment to autistic children or persons with epilepsy or cerebral palsy will also qualify
- Experience in providing services/treatment to persons with head injuries or Alzheimer's disease *will not* normally count towards this selective

545 intellectual disability— a minimum of one year of full-time (or equivalent part-time) experience in delivering or coordinating services for persons with significantly sub-average general intellectual functioning existing concurrently with deficits in adaptive behavior manifested during the developmental period. This would include, but would not be limited to:

- Houseparents and counselors who work at group homes
- Sheltered work or work activities staff
- Treatment staff affiliated with the state resource centers at Glenwood and Woodward

863 ability to speak Spanish fluently

920 case management – for designated positions in case management, the appointing authority, with Iowa Department of Administrative Services – Human Resources Enterprise prior approval, may request those applicants possessing a Bachelor's degree from an accredited college or university with a major or at least 30 semester hours or its equivalent in the behavioral sciences, education, health care, human services administration, or social sciences and the equivalent of 12 months of full-time experience in the delivery of human services in the combination of: chronic mental illness, developmental disabilities, intellectual disabilities, and SED (seriously emotionally disturbed);

OR

an Iowa license to practice as a registered nurse and the equivalent of three years of full-time nursing or human services experience with the above population groups.

Applicants wishing to be considered for such designated positions must list applicable course work, experience, certificate, license, or endorsement on the application.

NOTE:

At the time of interview, applicants referred to Glenwood and Woodward State Hospital-Schools will be assessed to determine if they meet federal government employment requirements as published in the Federal Register, Section 20-CFR-405.1101.

Effective Date: 03/12 BR